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This Notice Expires 1 June 1967

RECORDS AND CORRESPONDENCE

**MASTER COPY**

28 December 1966

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OPERATION CLEANUP '67

1. In an effort to realize further savings in Federal expenditures, the President has extended for another year the moratorium on the purchase of office furniture, typewriters, file cabinets, etc., imposed in January 1965. In continuing this moratorium, the President has forwarded a memorandum to all heads of departments and agencies in which he stated:

Last year I directed the General Services Administration, in cooperation with other Federal agencies, to reduce the need for the purchase of new items of office equipment by:

- redistribution of existing equipment
- repair and rehabilitation of existing equipment
- disposal of unneeded records and papers.

I declared a moratorium on the purchase of new file cabinets. Agencies were instructed to meet their current needs for file cabinets by:

- destruction of old records
- transferring records to Federal records centers.

The program is working. Over \$3.6 million was saved during the first year of the moratorium on file cabinet purchases alone. These savings are continuing, with purchases still running less than 40 percent of the purchases before the moratorium.

In carrying out the objectives of the moratorium, several departments conducted nationwide clean-out campaigns to dispose of unneeded records, publications, reference materials, furniture, equipment, and supplies. On average, these campaigns reduced the paper held in offices and work areas by 20 percent. Through such campaigns five agencies:

- released 20 thousand file cabinets for other uses
- destroyed 160 thousand cubic feet of records
- transferred to storage 60 thousand cubic feet of records.

I want every department and agency head to take similar action. He should assure that every official, every

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supervisor, and every employee in his organization dispose of unneeded records, publications, reference material, furniture, equipment and supplies.

2. Accordingly, the Deputy Director for Support is charged with responsibility for the conduct of a campaign to reduce the amount of paper held in Agency files and to survey all offices for the purpose of identifying unnecessary or surplus office furniture, typewriters, reproduction equipment, and surplus administrative supplies. This campaign will be known as "Operation Cleanup '67" and will be conducted during February, March, and April of 1967. Each Deputy Director and the Executive Director-Comptroller will designate a senior officer to represent him in the authoritative planning and implementation of the program. These representatives will comprise a committee under the chairmanship of the CIA Records Administration Officer.

3. The campaign will be administered by the committee through representatives designated by the Deputy Directors.

4. The Deputy Director for Support will report the results of this campaign to me not later than 15 May 1967.



RUFUS TAYLOR  
Vice Admiral, U. S. Navy  
Acting Director of Central Intelligence

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